

## **National College of Ireland: ELI Administrator - Communications & Volunteering (<https://www.activelink.ie/node/113282>)**



### **ELI Administrator - Communications and Volunteering**

**Purpose of Position:** Administration of the Early Learning Initiative Dublin's Inner-City programmes

**Reporting to:** Assistant Director of the Early Learning Initiative

#### **Key Relationships:**

- Assistant Director of the Early Learning Initiative
- Early Learning Initiative team
- Members of ABC consortium
- Stakeholders in the local community, including parents, children and practitioners
- National College of Ireland

#### **Key Responsibilities:**

Support the administration of ELI's Dublin Inner City and ABC programmes with particular responsibility for:

- Liaising with stakeholders re: MOUs, governance; finance and reporting
- Communicating the work of ELI including community newsletters, website and social media.
- Room bookings and liaison with NCI Central Timetable Office.
- Provide administrative support to ELI's Corporate Volunteer programme including:
- Volunteer registration and garda vetting applications.
- Updating of volunteer communications and brochures
- Delivery of meetings, briefings, and trainings to volunteers.
- Use budget allocated to plan, agree and purchase materials, catering etc. required for the above activities.
- Adhere to NCI's, ABC's, NEIC, ELI's and other funders as appropriate financial procedures and ensure that expenditure is coded correctly and labelled
- Prepare and maintain secure records, reports and organisational data that are GDPR compliant.
- Provide information as required to the ELI Director/Assistant Director and NCI's Finance/Facilities Department for reports, financial returns, budgets, office accommodation and health and safety issues.
- Any other duties as assigned by the Director or Assistant Director
- Organisation of and secretary to the ELI Advisory Group, ABC Steering Group, Consortium, and other meetings.

#### **Skills and Experience Required:**

- Relevant 3rd level qualification
- Previous administration experience
- An energetic, confident, and pro-active individual with strong interpersonal and communication skills.
- Good time management skills with the ability to produce results to deadlines.
- Excellent administrative and organisational skills.
- Ability to deal effectively with a wide variety of College personnel, community stakeholders and other outside individuals/organisations
- Excellent IT skills: Ms Office.

**Contract:** 12 Month Fixed Term Contract

**Salary:** Administrator band Min €31,059 to Max €43,485

**Hours:** Full Time  
**Annual Leave:**24 Days

National College of Ireland's mission is to widen participation in higher education and unlock each student's potential. The College offers students the opportunity to acquire the skills and self-confidence to change their lives, contribute to a knowledge based economy and become responsible, active citizens.

## Application Process:

Applicants will be sent an application form to complete post submission of CV as per the below application process.

Once received please complete this in full and return to the senders email address for consideration in shortlisting process.

To apply please e-mail your **cover letter and CV both in PDF format ONLY**, quoting reference number: **NCI 1072** to: **[recruitment@ncirl.ie](mailto:recruitment@ncirl.ie)** (mailto:recruitment@ncirl.ie) **by 5:00 pm, 5th February 2025.**

**Note:** The functions and responsibilities assigned to the ELI Administrator - Communications and Volunteering are based on the current stated role and objective of the College. These functions and responsibilities may alter in line with any change in the role and objectives of the NCI.

The successful applicant will be subject to Garda Vetting and must not have any convictions under the Sex Offenders Act 2001.

*National College of Ireland is an equal opportunities employer.*

---

## The Importance of Confidentiality

We would like to assure you that protecting confidentiality is our number one priority. You can expect that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

### Candidates' Obligations

In submitting a completed Curriculum Vitae and supporting documentation, candidates are declaring:

- That all the particulars furnished in their application are true and correct without omission and that they are aware of the qualifications and particulars for this position.
- That to the best of their knowledge that there is nothing in relation to their conduct, character or personal background of any nature that would adversely affect the position of trust in which they would be placed by virtue of this appointment.
- Their irrevocable consent to NCI making such enquiries as deemed necessary in respect of their suitability for the post in respect of which their application is made.
- Their acceptance and confirmation of the entitlement of NCI, as appropriate to, reject their application, or to terminate their employment (in the event of a contract of employment having been entered into on foot of this competition) if they have omitted to furnish NCI with any information relevant to their application or their continued employment or where they have made any false statement or misrepresentation relevant to this application or their continuing employment with the College. #

Candidates should note that they may be required to submit documentary evidence in support of any particulars given by them in their application for the post.

### Data Protection Acts 1988 to 2018 and the Freedom of Information Acts 1997 to 2014 as amended

Data collected for the purposes of recruitment activities

*NCI conducts recruitment processes to fill vacancies within the college. When applying for these competitions applicants are asked to submit a range of documents, e.g., a completed application form, CV and/or a personal statement or cover letter. For the purposes of recruitment activities, we will not collect any personal data that we do not need to assess your candidature for a role with us.*

### Legal Basis for Processing

*NCI's legal basis for the processing of this data is a combination of individual consent, contractual necessity and legal obligations.*

## **Withdrawal of Consent**

*Applicants can withdraw their consent for the processing of their personal data at any time by notifying the College. It is important to note that withdrawal of consent prior to the completion of the process will be considered as a withdrawal of the application.*

What we do with your data

*People who are directly employed by NCI and are based in Ireland process all the personal data collected for both recruitment and HR purposes.*

## **Shortlisting**

*HR draft up the shortlisting documents and provide the initial screening to determine if a person meets the essential criteria of the competition. A shortlisting panel is generally made up of two senior grade staff members from the relevant department for which the role is being recruited.*

## **Sharing of your data**

*Where you have been successfully shortlisted for a post, each interview panel member will be furnished with a copy of the relevant information of those who will be attending interview in order that they can review applications in advance of the interview process. All such information will be returned to NCI and shredded following the competition process. Some of the interview panel will be external interviewers, who are not employees of NCI but are engaged for the purpose and are strictly subject to the rules and policies of the College.*

## **Access**

*Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic/transferable format.*

## **Erasure**

*Applicants can request the data held be erased. In this case, the application for a position is considered withdrawn.*

## **Rectification**

*Applicants can have any incorrect information corrected.*

## **Objection / Withdraw**

*Applications can object to this information being processed and/or can request to withdraw from the application process*

## **Complain**

*Applicants can make a complaint to our internal Information Governance and Data Protection Officer*

## **NCI Information Governance and Data Protection Officer**

National College of Ireland, Mayor Street, IFSC, Dublin 1  
Tel (Direct): + 353 1 4498 523 ; Tel (Reception): + 353 1 4498 500  
And/or make a complaint to the relevant authority  
Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28  
Tel: +353 (0) 761 104 800

*National College of Ireland is an equal opportunities employer and is a Member of the Athena SWAN Charter. NCI is committed to serving our diverse community and welcomes applications from underrepresented groups.*

## **Region**

Dublin 1

## **Date Entered/Updated**

21st Jan, 2025

## **Expiry Date**

5th Feb, 2025

---

**Source URL:** <https://www.activelink.ie/vacancies/education-training/113282-national-college-of-ireland-eli-administrator-communications-volunteering>